

REAL News

Newsletter for Careerforce Registered Assessors

July 2017



Welcome to the July issue of REAL News. This month we introduce the new Careerforce Assessment Procedures as well as the Moderation Procedures. We encourage you to take a look at these.

We also list the expiring unit standards. It's important that you take note of these because they're due to expire on 31 December 2017.

The next Careerforce Workforce Development Conference will be held from 7 - 8 August in Wellington and we're pleased to announce that Te Radar will be our MC. Take a look at his video below to see what we have in store.

As usual we list the upcoming REAL assessor workshops and Peer moderation workshops in your area and show how you can register online to attend.

Careerforce Assessment Procedures

If you've visited the Careerforce website lately, you may have noticed the new Careerforce Assessment Procedures. This manual has been developed to ensure consistent and compliant assessment is performed by Careerforce Registered Assessors. We encourage you to take a look. It can be found [here](#).

Expiring Unit Standards

These units standards are due to expire on 31 December 2017. All trainees who are completing these versions MUST be assessed before this date.

Unit Standard

1563 Clean floors

1565 Clean toilet facilities

7182 Clean hard furniture, fixtures and fittings

7183 Clean health care facilities

7442 Follow safe work practices in the cleaning industry

17263 Clean stairwell

17264 Clean glass, mirror glass and metal

17270 Polish a hard floor with a high speed polisher

27831 Demonstrate knowledge of micro fibre cloths and mops

27832 Demonstrate knowledge of the colour-coded system applicable in the cleaning industry

Careerforce Workforce Development Conference 2017

Pay equity, suicide prevention and the state of mental health in New Zealand will be hot topics at the third Careerforce Workforce Development Conference (CWDC), hosted at Te Papa from 7-8 August 2017.

We're pleased to have Te Radar as our MC for the conference. Click on the video to the right to hear about what's in store.

Among the conference lineup will be psychotherapist Kyle MacDonald and mental health advocate Mike King, talking about the state of mental health in New Zealand following the release of The People's Mental Health Report. The full conference programme is available [here](#).

Discount options are available on registration. So bring a colleague and [register now](#).



REAL Assessor training workshops - August 2017

It's been our goal to have all assessors attend these training workshops. If you've already attended a REAL Assessor training workshop, there's no need to attend again.

For those who haven't attended a workshop, please look at the schedule below. It'll help you build on your knowledge and skills in assessment. Use the Careerforce REAL model for respectful, efficient, applied and living training and assessment. **Observers are very welcome to attend these workshops as well.** More information about REAL Observers can be found [here](#).

What past attendees have said

"Thinking about our workplace evidence in this way is a light bulb moment for us."

"I feel inspired to go back to work and try out this approach"



Location	Date	Venue
Whangarei	9 Aug	Distinction Whangarei
Wellington	15 Aug	Careerforce, Wellington
Christchurch	16 Aug	Careerforce, Christchurch
Auckland North	17 Aug	Parklane Motor Inn

To see the full schedule for 2017, an overview of the workshops plus details on how to register via the website, please click the link below:

[VIEW ALL ASSESSOR TRAINING WORKSHOPS](#)

Assessment Samples for Moderation

Thank you to all assessors who have attended recent workshops or who have sent in postal moderation. We now have approximately 100 people who have completed moderation for the year and a further 100 in-progress out of 1166 assessors.

The deadline to have your moderation to us is 31 October. This ensures we can process it before the end of the year. Each assessor must send a minimum of three assessments for moderation each year to maintain their registration. If you have not registered for a peer moderation workshop yet, please check our [website](#) for details. Otherwise, please would you post your assessments to us as soon as you can.

Recently, there have been instances where samples have not reached the National Moderators due to incorrect posting or have been delayed by assessors sending to the wrong people, such as the CWAs (Careerforce Workplace Advisors) or to our other offices. Please note contact for moderation is below.

Assessment samples should be sent direct to the National Moderators by either:

Posting to Careerforce National Moderators, Level 1, 189 Willis Street, Wellington 6140;

or **Emailing** to: moderation@careerforce.org.nz

Please include a completed moderation cover sheet with your assessment.

We have also updated our website including the [moderation procedures](#) and [forms](#) and these can also be accessed via the assessment tab. If you have any questions or prefer to talk to us, please contact Heather Reeves-Timms or Rick Sloman on 0800 277 486.

PEER moderation workshops - August 2017

We invite you to attend a Careerforce Peer Moderation workshop near you. See below for details.

Location	Date	Venue
Auckland Pukekohe	1 Aug (morning)	TBA
Auckland Pukekohe	1 Aug (afternoon)	TBA
Hamilton	2 Aug (morning)	Aspire - Community Support
Hamilton	2 Aug (afternoon)	Aspire - Community Support
Auckland Avondale	3 Aug (morning)	TBA
Auckland Avondale	3 Aug (afternoon)	TBA
Gisborne	8 Aug (afternoon)	TBA

Napier	9 Aug (morning)	TBA
Hastings	9 Aug (morning)	TBA
Blenheim	15 Aug (afternoon)	Springlands Lifestyle Village
Nelson	16 Aug (morning)	Club Waimea
Lower Hutt	21 Aug (morning)	Laura Fergusson Trust
Lower Hutt	21 Aug (afternoon)	Laura Fergusson Trust
Masterton	22 Aug (morning)	TBA
Porirua	23 Aug (morning)	TBA
Levin	29 Aug (morning)	Links Training
Palmerston North	30 Aug (morning)	TBA
Palmerston North	30 Aug (afternoon)	TBA
Wanganui	31 Aug (morning)	TBA
Wanganui	31 Aug (afternoon)	TBA

To see the full schedule for 2017, an overview of the workshops and details on how to register via the website, please click the link below:

[**VIEW ALL PEER MODERATION WORKSHOPS**](#)

Assessor Newsletters

These Assessor Newsletters are sent to all registered assessors and are now archived on the Careerforce website. Archive copies can be downloaded [here](#). If you are a new Careerforce Assessor you may want to check them out!



Thank you

As always, we do appreciate all the support and guidance you give to your trainees. If you have any questions, please don't hesitate to contact us. Please also use this email address to request Assessor Guides.

Phone: 0800 277 486

Email: assessor-admin@careerforce.org.nz



Enabling workplace training